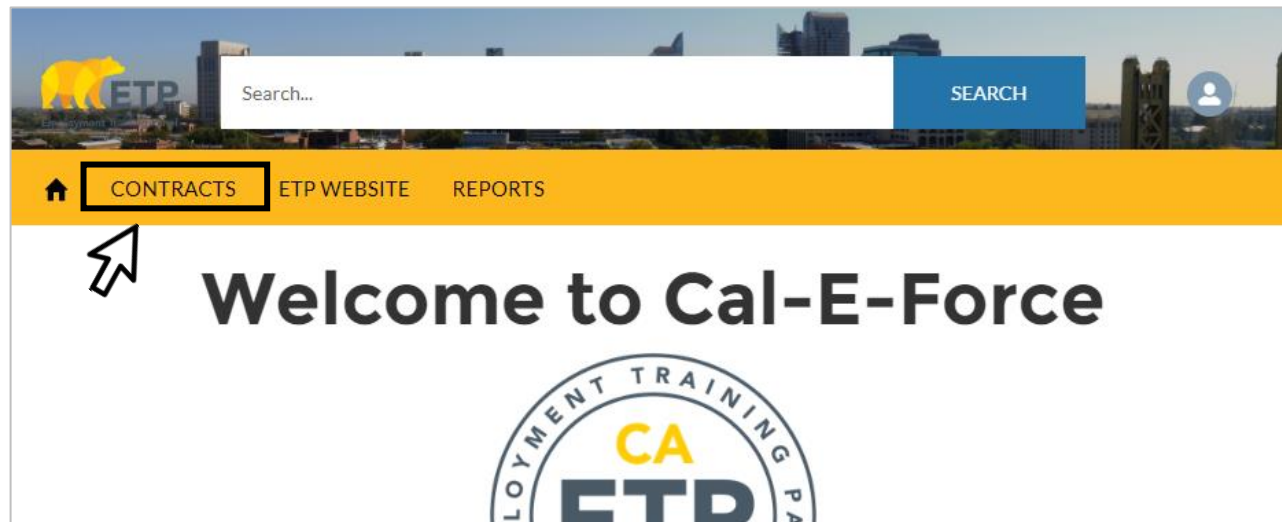
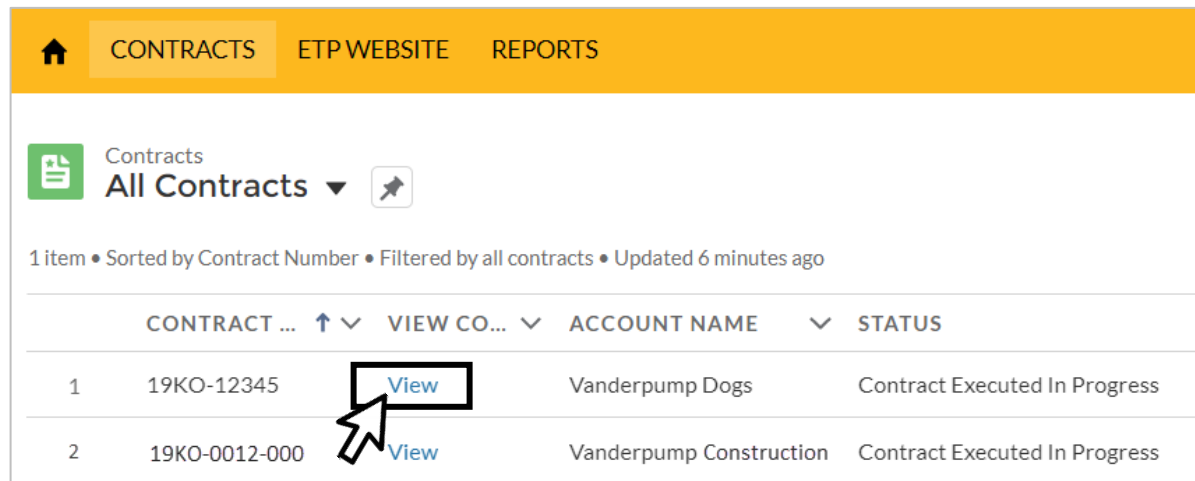


# ETP CAL-E-FORCE REFERENCE CARD – MANUALLY ADD HOURS

1. At the top of the landing page, select the **Contracts** button on the button bar.



2. Click on the 'View' link for the contract you would like to manually add hours to. The system will take you to your Contract Details page.



3. Select the **Add Hours** button on the button bar at the top of the Contract Details page.



## ETP CAL-E-FORCE REFERENCE CARD – MANUALLY ADD HOURS

4. Check the checkbox(es) for the trainee(s) you would like manually add hours for.

### Trainees

<input type="checkbox"/>	FIRST NAME ▼	LAST NAME	JOB NUMBER	TRAINEE STATUS	SSN	TOTAL VALID HOURS	WORKPLACE	EMPLOYEE
<input checked="" type="checkbox"/>	Bethenny	Frankel	2	Enrolled	***-**-4453	9.00	Vanderpump Dogs HQ	7897
<input checked="" type="checkbox"/>	Kelsey	Oehrke	2	Enrolled	***-**-7440	0.00	Vanderpump Dogs HQ	0219
<input type="checkbox"/>	Luann	de Lesseps	2	Enrolled	***-**-4444	9.00	Vanderpump Dogs HQ	7898
<input type="checkbox"/>	Ramona	Singer	2	Enrolled	***-**-1234	0.00	Vanderpump Dogs HQ	7899

5. Fill out the **Hours Data** section and the applicable information.

### Hours Data

Delivery Method \*

--None-- ▼

Training Type \*

--None-- ▼

Roster Number

Date \*

mm/dd/yyyy

Total Hours \*

6. Click the **Submit** button at the bottom of the page.

Submit

Back



## ETP CAL-E-FORCE REFERENCE CARD – MANUALLY ADD HOURS

7. The system will provide you with a confirmation that the hours have been successfully added. Click ok to return to the Contract Details Page.

**Hour records successfully submitted for the selected trainees**

Ok